
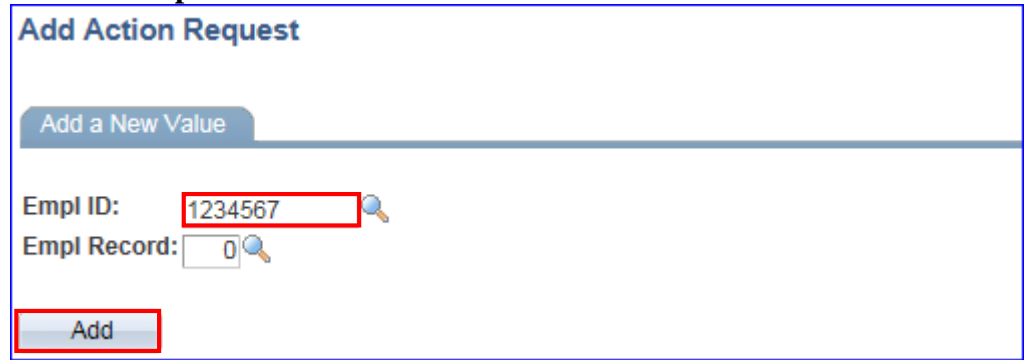


# Processing Enlisted Supplemental Clothing Allowance (SUPP CMA)

**Introduction** This guide provides the procedures for processing Enlisted Supplemental Clothing Allowance in Direct Access.

**Reference** Pay Manual, COMDTINST M7220.29(series)

**Procedures** See below.

Step	Action
1	<p>Click the <b>Requests</b> tab and select <b>Suppl Clothing Allowance</b> from the Payroll Requests pagelet.</p> 
2	<p>Enter the <b>Empl ID</b> and click the <b>Add</b> button.</p> 

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# Processing Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,  
continued

Step	Action
3	<p>The <b>Action Request</b> page and instructions for completing the request will display.</p> <div><p><b>Action Request</b></p><p><u>Submit Supplement Clothing Allowance</u></p><p><u>Bunny, Bugs</u></p><p><u>Requesting a Supplemental Clothing Allowance</u></p><ol style="list-style-type: none"><li>1. Choose a Type. The Type of allowance will determine the amount.</li><li>2. Choose an Eligibility Date. The allowance will be added during the pay period in which the Eligibility Date occurs.</li><li>3. Choose to Add or Collect the allowance. Collect is used to correct an account and can only be submitted by SPO and pay personnel.</li><li>4. Press the Get Details button to see the amount of the allowance and the pay period in which the allowance will be added.</li><li>5. Press Submit.</li></ol><div><p><b>Request Details</b></p><p>Type: <input type="text"/></p><p>Eligibility Date: <input type="text"/></p><p>Add or Collect: <input type="text"/></p><p><input type="button" value="Get Details"/></p><p><b>Request Information</b></p><p>Amount: <input type="text"/></p><p>Pay Period: <input type="text"/></p><p>Comment: <input type="text"/></p><p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p></div></div>

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# Processing Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,  
continued

Step	Action
4	<p>Complete the <b>Requests Details</b> section as follows:</p> <div> <div>Request Details</div> <div> <div>Type:</div> <div> <div></div> <div>▼</div> </div> </div> <div> <div>Eligibility Date:</div> <div> <div></div> <div>31</div> </div> </div> <div> <div>Add or Collect:</div> <div> <div></div> <div>▼</div> </div> </div> <div>Get Details</div> </div> <ul style="list-style-type: none"> <li>Click the <b>Type</b> drop-down and make a selection. <div> <div>AREA Training Team</div> <div>Academy Band</div> <div>Asst Recruit Company CDR</div> <div>Buoy Tender Duty</div> <div>CG ACT NY Police</div> <div>CG Elizabeth City Police</div> <div>Designated CMC</div> <div>District or Section Training</div> <div>Honor Guard</div> <div>LANTAREA, PACAREA, RSV CMC</div> <div>MCPOCG</div> <div>Maternity</div> <div>Recruit Company CDR</div> <div>Recruit Drill Instructor</div> <div>Recruiter/MEPS</div> <div>Regional Inspector</div> <div>Ship Training Detachment</div> <div>Subsistence Advisory Team</div> </div> </li> <li>Enter the <b>Eligibility Date</b></li> <li>Click the <b>Add or Collect</b> drop-down and select <b>Add</b> <div> <div>Add</div> <div>Collect</div> </div> </li> <li>Click the <b>Get Details</b> button</li> </ul>

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# Processing Enlisted Supplemental Clothing Allowance (SUPP CMA), Continued

Procedures,  
continued

Step	Action
5	<p>The <b>Request Information</b> section will display:</p> <div> <div> <b>Request Details</b>  Type: Recruit Drill Instructor  Eligibility Date: 01/01/2015  Add or Collect: Add </div> <div>Get Details</div> <div> <b>Request Information</b>  Amount: \$984.7  Pay Period: 201501 On-Cycle AD Mid Month </div> <div> Comment: Please Approve  Submit Resubmit Withdraw </div> </div> <ul style="list-style-type: none"> <li>• <b>Amount</b> – Total amount to be paid</li> <li>• <b>Pay Period</b> – Pay calendar payment will be made</li> </ul> <p>Enter any <b>Comments</b> for the approving official then click the <b>Submit</b> button.</p>
6	<p>The <b>Action Request</b> is now Pending SPO auditor approval.</p> <div> <div>Request Status: Pending View/Hide Comments</div> <div> 1  <div> Pending  Leon Schlesinger  CGHRSUP for User's SPO </div> <div> Comments  Bugs Bunny at 01/02/15 - 10:09 AM  Please Approve </div> </div> </div>